



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

California State Office
2800 Cottage Way, Suite W-1834
Sacramento, CA 95825
www.ca.blm.gov



August 17, 2004

In Reply Refer to:
1223 (CA-944) P

EMS Transmission: 08/17/04
Instruction Memorandum No. **CA 2004-052**
Expires: 09/30/05

To: DSDs, Branch and Staff Chiefs, and All Field Managers
Attn: Program Leads and Office Records Managers

From: Deputy State Director, Support Services

Subject: Review of State Forms Prior to Integration into Bureau Electronic Format
DD: 09/09/04

The Bureau is involved in an initiative to convert all paper-based forms into electronic format (ref. WO IM 2003-199). State and Field Office forms are scheduled for conversion by the end of Fiscal Year 2004. Preceding the integration of our California state forms into electronic format it is imperative originating offices complete a review of active forms.

Attachment 1 is an index of state forms to be reviewed by Program Leads within the State Office. Copies of the forms are available from the State Office Records Manager, Richard Erickson. Attachment 2 is a listing of Field Office forms previously submitted to the State Records Manager. Copies of Field Office forms should be available from the designated Field Office Records Manager.

Review the forms listing for those forms associated with your office program. Ensure current status, accurate format and use of required heading for all forms. Formats may be referenced in Bureau Handbook H-1223-1. The appropriate heading should consist of:

U.S. Department of the Interior
Bureau of Land Management
Initiating office name
Form Title.

All forms should have a date of issue and a number assigned by the office Records Manager. The assigned number and date are to be located in the upper left-hand corner

or lower right corner of the form. Older forms still in use should be revised to meet present standards. Any new or revised forms should be submitted to your own office Records manager at this time.

Field Office Records Managers are responsible for consolidating the information provided to them by the Program Leads, and preparing the response. Your office response to the State Records Manager should include an index of currently active forms associated with your office and two copies of each active form. Responses should reach the State Records Manager, Louise Tichy, NLT September 9, 2004.

Any questions regarding this memorandum or the instructions provided may be directed to Louise Tichy via e-mail or at 916-978-4301.

Signed
Karen Barnette
DSD, Support Services

Authenticated
Louise Tichy
Records Management

2 Attachments

- 1 – State Forms Index (2 pp)
- 2 – Field Office Forms List (2 pp)

BLM CALIFORNIA STATE FORMS

Form Number	Form Title	Date Issued	Originating Office
1114-01	Addendum to Volunteer Services Agreement (Ref. BLM 1114-004)	Revised 05/20/03	CA 912
1114-02	Volunteer Program Time Sheet	08/19/87	CA 912
1114-03	Volunteer Work Record	07/01/97	CA 912
1120-01	Audio/Visual Request	08/06/91	CA 912
1260-14	BLM ADP Access Termination Statement	05/01/88	CA 946
1270-03	File Charge-Out Slip (Docket)	03/01/88	CA 941
1270-04	Notification of Error on Official Records	11/01/88	CA 941
1270-08	Routing and Notation Slip	09/14/98	CA 941
1300-02	Credit Card Check Requisition	04/21/99	CA 944
1400-17	Selection Approval for EEO Purposes	10/2000	CA 947
1400-20	Employment folder	05/01/87	CA 945
1400-22	Exit Interview Questionnaire	06/01/92	CA 945
1400-24	Supervisor's Orientation Checklist (Phase II)	04/01/88	CA 945
1400-25	Supervisor's Orientation Checklist (Phase III)	09/01/87	CA 945
1400-26	New Employee Evaluation of Orientation Program	09/01/87	CA 945
1400-27*	Request/Transmission of Employment Documents	07/01/88	CA 945
1400-29	Alternate Work Schedule Change Request	11/99	CA 945
1400-31	Appreciation Award (CA Specific)	07/23/92	CA 945
1400-32	California Applause Award	11/19/90	CA 945
1400-33	Individual Development Plan	04/23/91	CA 945
1400-34	Training Course Outline	11/99	CA 945
2130-05*	Easement Checklist	03/01/85	CA 930
2740-03	R&PP Patent Reservations, Conditions and Limitations – Decision	06/01/86	CA 930
2740-04	R&PP Act Patent Reservations, Conditions and Limitations – Final Certificate	06/01/86	CA 930
3000-03*	Mineral Development and Surface Interference Determination Report for – Lands Involved	06/01/83	CA 920
3100-28	Bidder Registration Form	01/2000	CA 941
3100-29*	Competitive Oil and Gas Lease Bid Receipt	08/01/88	CA 941
3730-01*	Request for P.L. 359 Report (Other Agency)	01/30/92	CA 920
3730-02*	Request for P.L. 359 Report (FERC)	01/30/92	CA 920
3800-01	Placer Mining Claim Location Notice	11/01/99	CA 941
3800-02	Affidavit of Assessment Work	11/01/99	CA 941
3800-03	Mill Site Location Notice	11/01/99	CA 941
3800-04	Lode Mining Claim Location Notice	11/01/99	CA 941
3800-05	Tunnel Site Location Notice	11/01/99	CA 941
5000-01	Seedling Sowing Request	06/12/90	CA 930
6600-01*	Wildlife Habitat Evaluation Report	05/01/73	CA 930
7200-01*	Water Source Data	08/17/90	CA 930

Form Number	Form Title	Date Issued	Originating Office
7200-01a*	Instructions for Ca 7200-01	08/17/90	CA 930
7250-01*	Notification of Federal Reserved Water Rights to the State of California	07/01/81	CA 930
8370-01*	Death or Injury Report	05/01/82	CA 930
8370-02*	ORV Permit Undertaking	12/01/83	CA 930
8370-03*	ORV Permit Affidavit	12/01/83	CA 930
9100-01*	Data Preparation Guideline	01/27/93	CA 942
9210-01	Equipment Inspection Sheet	10/10/03	CA 943
9260-19	Disposition of Charges	05/01/89	CA 913
9260-21*	Controlled Substance Incident Record	02/04/91	CA 913
9260-24*	Evidence Report	01/27/94	CA 913
9260-25	Custodial Arrest Report	01/28/94	CA 913
9260-26*	Photo Log	01/31/94	CA 913
9260-27*	Supplementary Incident Record	02/10/94	CA 913
9260-28	Law Enforcement Warning Notice	12/19/00	CA 913
9300-06*	Sales Data	08/01/91	CA 930
9300-10	Communication Site Lease Data	06/01/92	CA 930
9300-11	Value Finding	12/02/91	CA 930
9600-04*	Corner Record (Search)	02/01/79	CA 942
9600-05*	Legend	02/01/79	CA 942
9600-06*	Corner Record MS-HES-TRACT	03/01/79	CA 942
9600-20*	Rectangular System of Survey Diagram	05/01/82	CA 942
9600-21	Corner Remonumentation	05/01/82	CA 942
9600-23	Index to Section Corner Remonumentation	05/01/82	CA 942
9600-24*	Markings for Corners on Subdivision of Section Lines	05/01/82	CA 942
9600-26	Section Diagram – 10 Acre Subdivision	05/01/82	CA 942

*** Initially identified as needing updating or revision**

**CALIFORNIA FORMS REVIEW
FIELD OFFICES**

FIELD OFFICE	FORM NUMBER	TITLE	DATE
CA-160	1520-07	Class A and Heavy Duty Equipment Inspection Sheet	Jan. 87
CA-160	3000-01	Certified Mail Log	Nov. 00
CA-160	3100-01	Undesirable Event	Nov. 00
CA-160	3100-02	Production Accountability Checklist	Nov. 00
CA-160	3100-03	Notice of SPUD	Nov. 00
CA-160	3100-04	Notice of Abandonment (etc)	Nov. 00
CA-160	3100-05	APD/Sundry Filing	Nov. 00
CA-160	3800-01	Inspection Form	Nov. 00
CA-160	3800-02	Chronology of Events	Nov. 00
CA-160	3800-03	3809 Mining notice	Nov. 00
CA-160	3800-04	Notice (Less Than 5 Acres of Disturbance)	Nov. 00
CA-160	8300-01	Chimney Creek Campground, Visitor's Roster	Nov. 00
CA-160	8300-02	Long Valley Campground, Visitor's Roster	Nov. 00
CA-160	8300-03	Walker Pass, Visitor's Roster	Nov. 00
CA-160	8300-04	Walker Pass Campground/Trailhead, Visitor's Roster	Nov. 00
CA-160	8300-05	Painted Rock Archaeological Site, CA-SLO-79, Visitor's Roster	Nov. 00
CA-170	8300-01	Long-Term Visitor Area Permit	3/03
CA-340	1114-01	Volunteer Description Worksheet	6/88
CA-340	1114-04	Volunteer Time Sheet	6/88
CA-340	1290-01	Facsimile Cover Sheet	6/98
CA-340	1525-02	Vehicle Inspection List	3/90
CA-340	3200-04	Geothermal Inspection Record – Environmental Checklist	2/85
CA-340	3200-05	Checklist for Temperature Gradient Holes	2/85
CA-340	3200-06	Checklist for Rotary Drilling Rig	2/85
CA-340	3200-07	Checklist for Blowout Prevention	2/85
CA-340	3200-08	Checklist for Production Operations	2/86
CA-340	3200-09	Checklist for Plugging and Abandonment Operations	2/86
CA-360	1790-01	Categorical Exclusion Review and Decision Record	8/98
CA-360	1790-02	Optional EA FONSI and DR Form	8/98
CA-360	6500-01	Track Plate Results	10/98
CA-360	6700-01	Special Status Plant Report	10/00

FIELD OFFICE	FORM NUMBER	TITLE	DATE
CA-360	9000-01	Project Submittal	9/00
CA-610	1260-01	Request for IRM Services	3/92
CA-610	1520-01	Report of Unserviceable Property	1/93
CA-670	1114-01	Short Term Volunteer Project Description	6/90
CA-670	1114-02	Voluntary Services Orientation Fact Sheet	6/90
CA-670	1114-2a	Voluntary Services Orientation Fact Sheet, Dunes Patrol	8/91
CA-670	1114-03	List of Volunteers	6/90
CA-670	1114-04	Volunteer Timesheet	6/90
CA-670	8500-01	Notice of Proposed Action Lands Under Wilderness Review Record Roster	No Date
CA-670	9260-01	Lost/Missing Person Report	12/00